



MINNESOTA JUDICIAL BRANCH
invites applications for the position of:

Attorney or Senior Attorney

An Equal Opportunity Employer

SALARY:

Hourly
\$43.26 - \$67.03

Annually
\$90,326.88 - \$139,958.64

OPENING DATE: 04/21/23

CLOSING DATE: 07/02/23 11:59 PM

DESCRIPTION:

The Office of Lawyers Professional Responsibility (OLPR) is seeking an experienced Attorney or Senior Attorney to join our team. The OLPR handles ethics complaints against licensed attorneys. This position supports the work of the Office in investigating and prosecuting the ethical misconduct of lawyers, as well as assisting the practicing bar in complying with their ethical obligations. The position involves advanced legal research, writing, and investigative work, as well as trial and appellate practice.



EXAMPLE OF DUTIES:

The following are examples of major job duties expected for this position to perform:

- Investigate complaints of attorney violations of the Minnesota Rules of Professional Conduct, including matters involving both proposed private and public discipline, make recommendations for disposition, and prepare appropriate dispositional memorandum.
- Prosecute public attorney disciplinary cases before Supreme Court referees and the Supreme Court.
- Educate the bar on professional responsibility matters by speaking at seminars, authoring articles for publication, and providing advisory opinions to individual attorneys.
- Work with and mentor volunteer investigators at the district ethics committees.
- Such other duties as assigned.

TYPICAL QUALIFICATIONS:

Below are the past experiences that will enable success in the role. For education requirements listed, the equivalent number of years of related experience may serve as a substitute.

Minimum Qualifications:
Attorney:

- Possession of a law degree from an accredited college.
- Possession of a current Certificate of Admission to the Bar of the State of Minnesota.
- 3-5 years of experience including civil litigation or prosecution/defense experience.

Senior Attorney:

- Possession of a law degree from an accredited college.
- Possession of a current Certificate of Admission to the Bar of the State of Minnesota.
- 5-7 years of experience.

Knowledge, Skills, and Abilities:

- Excellent ability to analyze, appraise, organize and present facts, laws, evidence, and precedents concerning assigned work.
- Superior writing and presentation skills.
- Knowledge of substantive and procedural laws and Supreme Court rules relating to discipline.
- Ability to work productively in a fast-paced environment with a high degree of accuracy.
- Ability to work effectively with judges, court staff, administrative staff, and the public.
- Ability to work effectively with sometimes challenging respondents and complainants.
- Commitment to maintaining the integrity of the legal profession.

Preferred Qualifications:

- Attorney: 5+ years of experience including civil litigation or prosecution/defense experience
- Senior Attorney: 12+ years of experience
- Investigation experience.

SALARY RANGE: Starting salary ranges are as follows:

- Attorney: \$37.09 - \$47.28/hour (\$77,444- \$98,721 year). Full pay range is \$37.09 - \$57.45 (\$77,444- \$119,956/year annually).
- Senior Attorney: \$43.26 - \$55.15/hour (\$90,327 - \$115,153 /year). Full pay range is \$43.26 - \$67.03/hour (\$90,327 - \$139,959/year)
- Starting salary is dependent on qualifications.
- This position is exempt under the Fair Labor Standards Act and is eligible for State of MN employee benefits.

Employee Benefits:

The Minnesota Judicial Branch cares about and invests in you as an employee. Because of that, we offer affordable yet competitive benefits to support you and your family's wellbeing. Our comprehensive benefits package for eligible employees includes health and wellness benefits, enhanced fertility benefits, short- and long-term disability, pension, paid parental leave, tuition reimbursement, and more. The employee-paid premium for a full-time employee with single coverage is only \$38.50/month for the [Minnesota Advantage Health Plan](#) and \$13.50/month for the Dental Plan. [Click here](#) to learn more about the benefits we offer.

SUPPLEMENTAL INFORMATION:

Position Logistics:

The position will be classified as an Attorney or Senior Attorney, based on the selected candidate's level of experience and related skills, and will work mostly normal business hours, Monday-Friday. Currently, attorneys are working a hybrid schedule with both remote and in-office days. Court

proceedings including panel, referee and Supreme Court oral arguments, are being conducted in-person, though sometimes these proceedings are conducted remotely as appropriate or necessary.

TO APPLY: Visit www.mncourts.gov. Complete and submit your online application with resume, cover letter and writing sample. This position will be accepting applications and interviewing until the role is filled.

Applications that do not include an attached resume, cover letter, and writing sample will not be considered. Employment offers may be rescinded if the required criminal background check identifies job related convictions.

Why Work for Us?

Minnesota Judicial Branch employees consistently express pride in their public service and in the quality of programs and services provided to customers, as well as appreciation for the teamwork and collaboration that is promoted within the MJB.

We celebrate and are committed to the principles of diversity and inclusion, and actively seek and value diversity in professional background and cultural characteristics. We are intentional and mindful about the organizational culture we are building, seeking broad-minded individuals with robust capabilities who value supporting one another's growth.

It the policy of the Minnesota Judicial Branch that all decisions regarding employment are made without discrimination on the basis of disability. Please let us know if you need a reasonable accommodation for a disability to participate in the employee selection process by contacting HR, nicole.zappa@courts.state.mn.us

The Minnesota Judicial Branch is an Equal Opportunity Employer. It is the policy of the Minnesota Judicial Branch that all decisions regarding recruitment, hiring, promotions, and other terms and conditions of employment be made without discrimination on the grounds of race, color, creed, religion, national origin, gender, marital status, status with regard to public assistance, membership or activity in a local human rights commission, disability, sexual orientation, or age. We value and encourage applicants from diverse backgrounds.

APPLICATIONS MAY BE OBTAINED AND FILED ONLINE AT:

<http://www.mncourts.gov/>

ALTERNATIVE FORMAT MAY BE OBTAINED AT:

25 Rev Dr Martin Luther King Jr Blvd

St Paul, MN 55155

651/284-3863

Job #09009

ATTORNEY OR SENIOR ATTORNEY

NZ

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Attorney or Senior Attorney Supplemental Questionnaire

* 1. Referral: To help with our recruitment and engagement efforts, please share how you heard about this position.

- Career Fair - College or University; Please Specify
- Career Fair - Community; Please Specify
- Career Fair - Other; Please Specify
- CareerBuilder.com
- College/University Alumni Network; Please Specify
- Current Employee; Please Specify

- Facebook
- Former Employee; Please Specify
- Glassdoor.com
- governmentjobs.com
- Handshake
- Indeed.com
- Joblist.com
- Jobs.com
- LinkedIn
- Minnesota Judicial Branch website
- Minnesota State Bar Association
- Minnesotajobs.com
- MinnesotaWorks.net
- Monster.com
- Newspaper Advertisement
- Professional Network; Please Specify
- Radio
- SimplyHired.com
- Snagajob.com
- State of Minnesota Management and Budget (MMB)
- Symplicity.com
- ZipRecruiter.com
- Other; Please Specify

2. Referral: If your response states "Please Specify", write additional information here.

* Required Question